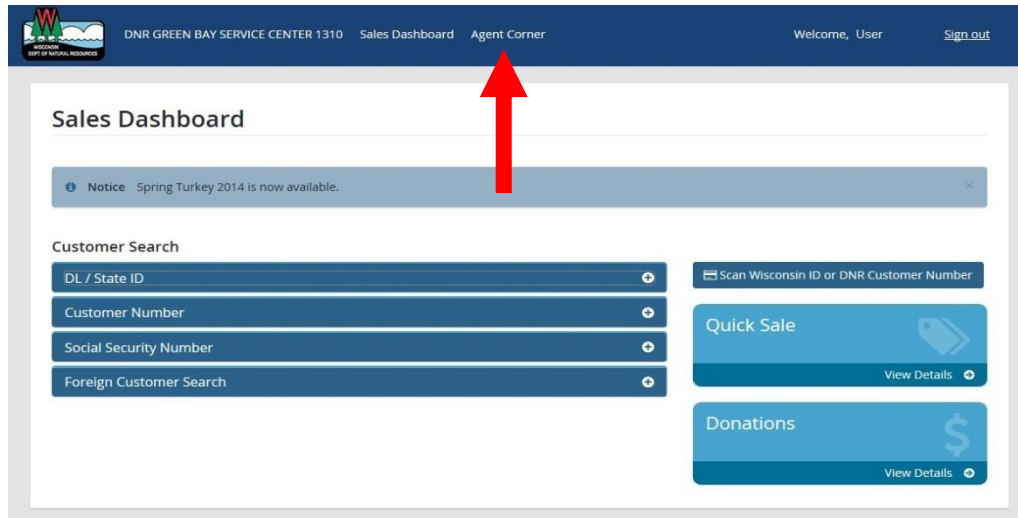


# Creating User ID

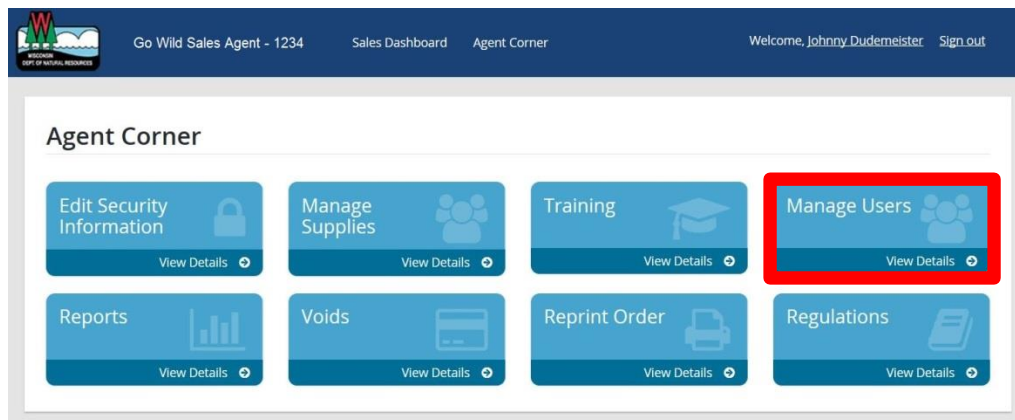
(Make sure to deactivate user IDs as employees leave or transfer)

All users will have to log in to Go Wild with a username and password. Your first username has been created for you by the DNR, but your managers can create more users right on the terminal. It is recommended that users have their own ID. It will help with security and transaction management.

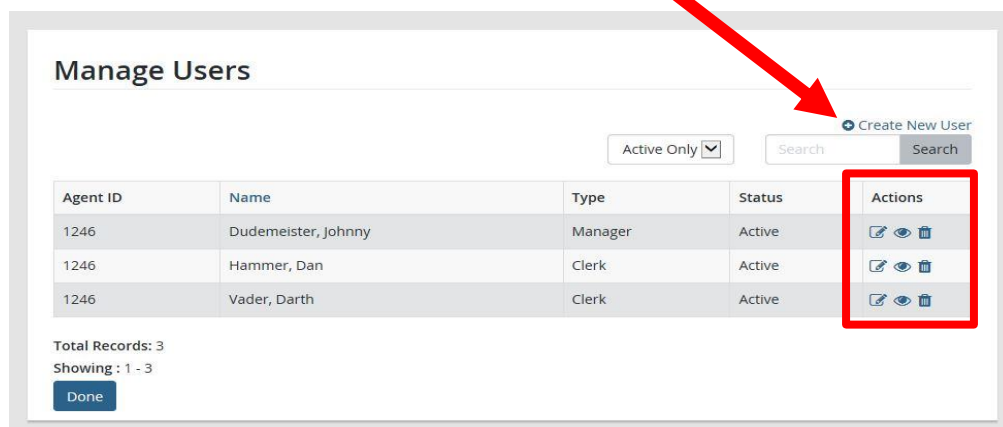
1. Log in and get to the Sales Dashboard. Select the [Agent Corner](#) link near the top of the screen.



2. Choose the [Manage Users](#) button.



3. The **Manage Users** screen will list any users that have already been added to this agent account. Your first user will be set up as a manager in the system. Managers can view, edit or delete users under the [Actions](#) column. Clerks can view other users only. Touch [Create New User](#) to add a new user to the list.



4. You are now ready to **Add Agent User** info. You will need the employees first and last name, and their desired username. Follow the guidelines for choosing a username. (**Recommended username** = first and last name with no spaces). Now choose the Available Role of the user. Choose NonDNR Manager or NonDNR Clerk. Managers will have more options available, such as signing off on voids, and special editing permissions. See page 3 of this tutorial for more information on roles. Select Create to finish.

The screenshot shows the 'Add Agent User' form. It includes fields for Agent ID (1246), Status Required (Active), First Name Required, Last Name Required, Username Required, and Available Roles. A red arrow points to the Last Name Required field. Another red arrow points to the Username Required field. A third red arrow points to the Available Roles dropdown menu. The form also has a 'Create' button and a 'Cancel' button.

5. You have just created a new user for your system! **VERY IMPORTANT** – note the username and password. This password is only temporary and will need to be changed after the first login. If you would like the system to generate a new temp password, touch the Reset Password button, or touch Edit if any other user information needs to be changed. Touch Done to return to the Manage Users page.

The screenshot shows the 'View Agent User' page. It displays a success message: 'Success! Agent User Saved Successfully!'. Below this, the user details are shown: Agent ID (1246), Status (Active), Name (Skywalker, Luke), Created (01/04/2016 14:36:41), Modified (01/04/2016 14:36:41), and Last SignIn. A red box highlights the Username (Skywalker) and Password (4#4#3b78\$a) fields. Below the details, there is a table for Assigned Roles with columns Name and Description. The table shows 'NonDNR Agent Manager' as the assigned role. At the bottom, there are buttons for 'Reset Password', 'Edit', and 'Done'. A red arrow points to the 'Reset Password' button.

# User roles: Managers vs. Clerks

The following user roles may be assigned to Non-DNR Agents to access the Go Wild system. The user roles contain the listed permissions.

**NonDNR Agent Manager** - NonDNR Agent Manager role includes the following permissions (underlined items are not available to clerks):

- Access to the sales dashboard
- Reprint authority
- Void authority
- View supply orders
- Edit supply orders
- Create supply orders
- Delete supply orders
- Access to the agent corner
- View training materials
- View messages
- View reports
- View Agent Clerk
- Create Agent Clerk
- Edit Agent Clerk
  - Change user roles (Clerk/Manager)
  - Reset Passwords
- View total sales report
- Void return approval

**NonDNR Agent Clerk** - NonDNR Agent Clerks user role includes the following permissions:

- Access to the sales dashboard
- Reprint authority
- Void authority
- View supply orders
- Edit supply orders
- Create supply orders
- Access to the agent corner
- View training materials
- View messages
- View reports